

**Miami-Dade County  
Finance Department  
September 30, 2005**

**Closing Procedures**

In order to prepare the County's annual financial statements for the fiscal year ending September 30, 2005, the following "cut-off" procedures must be observed by all departments:

**Cash Collections and Bank Deposits**

Cash collections must be "cut-off" at midnight on Friday, September 30, 2005. This means that collections on hand at midnight, September 30, 2005 must be:

1. Deposited intact before 2:00 P.M. Monday, October 3, 2005, on a Deposit Receipt dated September 30, 2005.
2. Entered on a Report of Collection dated September 30, 2005, with fiscal period 12/2005.

These reports of collection should be received by the Finance Department no later than Monday, October 3, 2005 for processing with fiscal month 12/2005. All collections received after midnight, September 30, 2005, must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 1, 2005 or later for processing with a fiscal month 01, for the fiscal year 2006 beginning October 1, 2005.

Those departments using "RIMS" to process Report of Collections, must input September 30, 2005, deposits with fiscal period 12/2005 no later than Monday, October 3, 2005.

**Invoices**

**Outside Vendors Invoices**

All outside vendor invoices for goods and services received on or before Friday, September 30, 2005, will be charged to the 2004-05 budget. Departments using ADPICS A/P Module must have the invoices delivered to the Accounts Payable Section of the Finance Department by noon, October 07, 2005. In order to facilitate this, departments in receipt of goods or services on or prior to September 30, 2005 should request "early" invoicing from these vendors.

Prior year invoices received by the Finance Department after Friday, October 7, 2005, for goods and services received or rendered to departments on or before Friday, September 30, 2005 will be encoded in fiscal year 2006. At the end of the audit cycle, if these subsequent period entries are material, an adjusting entry will be posted against the 2005 budget.

**Please : DO NOT ACCUMULATE OLD YEAR INVOICES FOR PAYMENT IN THE NEW YEAR**

### **Documents in the Approval Path**

Departments using the FAMIS/ADPICS Approval Path for accounts payable related transactions and journal entries must hand deliver all documents to the Finance Department within the scheduled “cut-off” dates as follows:

1. Voucher Processing: Submit by September 30, 2005 and by noon, October 7, 2005  
(1<sup>st</sup> and last cut off, respectively)
2. Journal Entries: Submit by October 4, 2005 and by noon, October 11, 2005  
(1<sup>st</sup> and last cut off, respectively)

In order to assist you in tracking outstanding (not posted) documents for fiscal year 2005, FAMIS and ADPICS - A/P reports of documents awaiting approval for all departments will be available on On-Demand. Any fiscal year 2005 voucher documents on the approval path for which the original documentation is not received by the Finance Department by noon, Friday, October 7, 2005, will be deleted from the electronic mailbox.

Any fiscal year 2005 journal entries on the approval path for which the original documentation is not received by the Finance Department by noon, Tuesday, October 11, 2005 will be deleted from the electronic mailbox. All approval path documents, similar to the “Error Listing”, must be cleared by year-end.

As a result of the ADPICS A/P Module, there is no longer a need to change the document prefixes to segregate prior year (PY) and current year (CY) invoices. The system will refer to invoice date for this purpose.

### **Interdepartmental Billings**

1. Automated charges for fiscal year 2004-05 such as energy, telephones, mobile equipment, are to be processed and applied against the 2004-05 fiscal year no later than September 30, 2005. Payroll accruals will be posted on, Wednesday, September 28, 2005.
2. All manually coded journal entries covering interdepartmental charges for goods and services delivered or rendered on or before September 30, 2005 are to be submitted to the Finance Department no later than noon, Thursday, October 6, 2005.